



## Request for Applications

RFA # 001- DCDEE-2020



**TITLE:** Increasing Access to Child Care for Children Experiencing Homelessness  
**FUNDING AGENCY:** NC DHHS/Division of Child Development and Early Education (DCDEE)

**ISSUE DATE:** February 7, 2020

**RECEIPT DEADLINE:** Applications, subject to the following conditions, will be accepted until **5:00 p.m., Friday, March 13, 2020.**

**MAIL your application via Overnight/Express Mail or DELIVER your application in person to:**  
Candice Bailey, DCDEE Budget Unit  
North Carolina Division of Child Development and Early Education  
333 Six Forks Road  
Raleigh, NC 27609

**INTENT TO APPLY-** Eligible agencies and/or organizations interested in applying for this RFA are required to notify DCDEE via the Qualtrics Survey at the following link. [RFA-Increasing Access to Child Care for Children Experiencing Homelessness](#) no later than **5:00p.m on Friday, February 28, 2020.**

**DIRECT ALL INQUIRIES** concerning this RFA in writing to:  
Candice Bailey, Business Officer  
Email address: [DCDEE.Contracts.Unit.RFA@dhhs.nc.gov](mailto:DCDEE.Contracts.Unit.RFA@dhhs.nc.gov)

**IMPORTANT NOTE:** Questions concerning the specifications of any information contained within this Request for Applications will be received until **5:00 p.m., Friday, February 28, 2020.** All questions must be received in writing, via electronic mail, to [DCDEE.Contracts.Unit.RFA@dhhs.nc.gov](mailto:DCDEE.Contracts.Unit.RFA@dhhs.nc.gov). Responses to all questions received by the deadline will be posted on the Division of Child Development and Early Education website <http://ncchildcare.nc.gov/> no later than **5:00 p.m. on Friday, March 6, 2020.**

**ELIGIBILITY:** This RFA is open to state agencies and universities, or public and private nonprofit organizations with a current 501(c)(3) standing, with extensive knowledge and expertise in identifying and serving children and their families experiencing homelessness.

**FUNDING AVAILABILITY:**

This RFA will be for a 3-year funding cycle: 2020-2021, 2021-2022 and 2022-2023. Approximately \$350,000 will be available to support the first contract cycle. Funding for subsequent years will depend on contract compliance, program performance and availability of funds.

This RFA may fund multiple projects that address increasing access to child care for children experiencing homelessness, pending funding availability. The funding period for the initial year will be July 1, 2020 – June 30, 2021.

The Division of Child Development and Early Education will determine actual funding amounts based on the proposed execution of the initiative and the utilization of funds as outlined in the applications submitted for each approved project. **Applicants may apply for one or more of the listed activities under the Scope of Services.**

**Child Care Development Fund (CCDF) Funding Source:**

1. Funding Type	Discretionary
2. Federal Award Identification Number (FAIN)	2001NCCCDF
3. Federal Award Date (see § 200.39 Federal award date)	11/7/2019
4. Total Amount of the Federal Award (awarded to DCDEE)	\$17,131,977.00
5. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Child Care Development Fund - To make grants to States and Tribes to assist low-income families with child care and to: (1) Allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within State; (2) promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs; (3) encourage States to provide consumer education information to help parents make informed choices about child care; (4) assist States to provide child care to parents trying to achieve independence from public assistance; and (5) assist States in

	implementing the health, safety, licensing, and registration standards established in State regulations.
6. Name of Federal awarding agency, pass-through entity, and contact information for awarding official	Federal DHHS Office Administration for Children and Families NC DHHS/DCDEE 333 Six Forks Road Raleigh, NC 27609
7. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at the time of disbursement	CFDA# 93.596 Child Care Development Fund
8. Identification of whether the award is R&D	No

**Federal Requirements on indirect cost rates and calculations according to 2 C.F.R. 200.414:**

1. If your agency has or establishes a Federal Negotiated Indirect Cost Rate (FNIR), then the agency is not allowed to charge the “de minimis” rate of 10% (or some other amount) for indirect costs, as directed by 2 C.F.R. 200.414(f).
2. Agencies with an FNIR are required to charge their agreed upon rate for their indirect costs and include cost items as determined by the FNIR in their indirect costs.
3. If your agency does not have and never had a FNIR, then your agency is allowed to negotiate a different rate or the “de minimis,” as per 2 C.F.R. 200.414(f).
4. Negotiation of indirect cost rates in excess of the “de minimis” rate of 10% are performed by the NC DHHS Office of the Controller, Cost Analysis and Administration section:

Cost Analysis/Federal Financial Reporting/Administration  
DHHS Office of the Controller  
NC Department of Health and Human Services  
1050 Umstead Dr  
Raleigh, NC 27699-2019  
Phone: 919-855-3696

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## **INTRODUCTION**

Research shows that homelessness can have a devastating impact on a child's development. Children experiencing homelessness are at an increased risk for developing health issues, developmental delays, academic underachievement and mental health problems. Most homeless children do not receive the educational, medical, mental health, and/or special education services needed to thrive. Children and families experiencing homelessness often have complex needs that require intentional, meaningful and strong cross-sector collaborations.

Infants and toddlers are particularly impacted by homelessness. Homelessness in infancy is associated with early harm to children's health and development, poor caregiver health and maternal mental health, and additional hardships for families.<sup>1</sup> Pregnant mothers who experience homelessness are more likely to have babies who are hospitalized following birth and are evaluated to be in fair or poor health, compared to infants whose mothers had never been homeless.<sup>2</sup> According to U.S. Department of Housing and Urban Development (HUD), infancy is the age at which a person is most likely to live in a HUD shelter.<sup>3</sup>

The availability and accuracy of data counting the number of families and children experiencing homelessness is limited in a variety of ways. The Administration for Children and Families, [Early Childhood Homelessness in the United States: 50-State Profile](#), estimates that the number of children under six experiencing homelessness in North Carolina is 26,198, but notes later in the report that the state estimates significantly under estimate the extent of the situation.<sup>4</sup>

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<sup>1</sup> Cutts, D., Bovell-Ammon A., et al.. 2018. Homelessness During Infancy: Associations With Infant and Maternal Health and Hardship Outcomes. *Cityscape: A Journal of Policy Development and Research*, Volume 20 Number 2. U.S. Department of Housing and Urban Development. Retrieved from <https://www.huduser.gov/portal/periodicals/cityscpe/vol20num2/article8.html>

<sup>2</sup> Health of Young Children. 2018. *Pediatrics*.142(4): e20174254. Retrieved from <http://pediatrics.aappublications.org/content/pediatrics/early/2018/08/30/peds.2017-4254.full.pdf>.

<sup>3</sup> Gubits, D., Shinn M., Bell S., Wood M., Dstrup S., & Solari, C. 2015. Family options study: Short-term impacts of housing and services interventions for homeless families. Prepared for U.S. Department of Housing and Urban Development, Office of Policy Development and Research by Abt. Associates and Vanderbilt University. Retrieved from [https://www.huduser.gov/portal/portal/system/files/pdf/FamilyOptionsStudy\\_final.pdf](https://www.huduser.gov/portal/portal/system/files/pdf/FamilyOptionsStudy_final.pdf)

<sup>4</sup>Early Childhood Homelessness in the United States: 50-State Profile. June 2017. Administration for Children and Families of the U.S. Department of Health and Human Services. Retrieved from [https://www.acf.hhs.gov/sites/default/files/ecd/epfp\\_50\\_state\\_profiles\\_6\\_15\\_17\\_508.pdf](https://www.acf.hhs.gov/sites/default/files/ecd/epfp_50_state_profiles_6_15_17_508.pdf)

The [NC Early Childhood Action Plan](#) reports a significantly lower number, 9,970, school-age children experiencing homelessness in North Carolina.<sup>5</sup> This data, provided by the NC Department of Public Instruction, includes students and younger siblings of students identified as homeless, but does not include school-age children or siblings in private child care, nor children staying at home with either parent.

Regardless of the limitations of data collection, North Carolina recognizes the issue of childhood homelessness and includes a goal related to young children and families having access to safe affordable housing in its Early Childhood Action Plan. Federal recognition of homelessness is evidenced by requirements related to assisting families experiencing homelessness in the Child Care and Development Block Grant Final Rule.

Prior to the CCDF re-authorization, the United States Congress in 2002 authorized the McKinney-Vento Homeless Assistance Act to help families experiencing homelessness. This federal law includes the Education of Homeless Children and Youth Program that entitles children who lack a fixed, regular and adequate nighttime residence to a free, appropriate education and requires schools to remove barriers to their enrollment, attendance and success in school. McKinney-Vento concepts are now incorporated into the policies and practices of Head Start and the Individuals with Disabilities Education Act, both Part C and early childhood special education services that are provided by the public schools.

## **BACKGROUND**

The mission of the Division of Child Development and Early Education (DCDEE) is to ensure the health and safety of children in child care programs, to promote quality child care by implementing evidenced-based standards, and to increase access to quality child care to families and children across North Carolina.

The purpose of this RFA is to increase access to quality child care for families and children who are experiencing homelessness. Currently the Division increases access to child care by administering North Carolina's subsidized Child Care Assistance program using federal Child Care and Development Block Grant (CCDBG) funding and through improvement activities. The Division also administers the North Carolina Pre-Kindergarten program. Both programs assist families who have economic or other challenges with accessing child care.

CCDBG provides child care subsidy assistance for families and regulates standards of care for child care and early education providers throughout the state. In November 2014, the United States Congress re-authorized the Child Care and Development Block Grant Act, which outlined new state requirements for administering the Child Care Development Fund (CCDF) (Pub. L. 113-186).

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<sup>5</sup> North Carolina Early Childhood Action Plan. February 2019. NC Department of Health and Human Services. Retrieved from <https://files.nc.gov/ncdhhs/ECAP-Report-FINAL-WEB-f.pdf>.

The CCDF program has two goals: supporting the ability of parents to work and supporting child development. States are now required to use the CCDF to improve the overall quality of child care, including:

- Strengthening health and safety standards
- Establishing more family-friendly policies
- Improving access and continuity of care
- Promoting family choice through consumer education

The CCDBG Act specifically includes requirements that subsidy policies support access to child care for families experiencing homelessness. DCDEE is also required to use CCDF funds to provide training and technical assistance related to families experiencing homelessness to early childhood professionals and/or to homeless service providers, and to conduct outreach.<sup>6</sup> Additional funds are granted for infant and toddler activities to address the disparities associated with that specific age group.

DCDEE collaborated with the Yay Babies! workgroup, and other local agencies to create the *Serving Young Children Experiencing Homelessness* training. The training is accessible on the DCDEE website for early care and education professionals, subsidy eligibility workers, and anyone interested. Future additions to the DCDEE training will include information about the US Department of Housing and Urban Development's, Continuum of Care system, Coordinated Entry (CE), easier access to contacts for CE and McKinney Vento Liaisons, and a direct link to the DCDEE resource pages for families seeking housing. An additional series of eight trainings, *Supporting Children and Families Experiencing Homelessness*, developed by the national Head Start Early Childhood Learning and Knowledge Center will also be available in 2020.

Through a contract with The Salvation Army, outreach events have been conducted statewide to share early childhood and housing program resources, including how to apply for subsidized child care. Outreach has also been conducted with selected Continuum of Care (CoC) regions to provide information to homeless service providers about the early childhood system, child care subsidy and the child care subsidy rules. Technical assistance was given to two CoC regions to start a Children and Youth subcommittee. These sub-committees have, in turn, started meeting regularly, and have had resource fairs in their areas.

The Division is beginning a collaboration with the NC Homeless Education Program to provide local public school McKinney-Vento Liaisons with information they need about the early childhood system so that they can share these resources.

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<sup>6</sup> September 30, 2016. Final Rule. *Federal Register*, Volume 81, No. 190., §98.51, 67588.

reach out to the McKinney Vento Liaisons, they can, in turn, provide information and resources to the CoCs. Homeless service providers will then have the information needed to successfully assist families experiencing homelessness in securing the child care services which are available.

As a part of the strategies for the Preschool Development Grant, DCDEE will contract with NC State and collaborate with Yay Babies! to increase access to child care for children experiencing homelessness by developing a comprehensive strategic plan for the state which will articulate achievable steps to increase access to early childhood services for young children experiencing homelessness, increase cross-sector awareness and skills for housing and early childhood professionals, and improve data systems to monitor progress toward goals. Another project will involve the pilot of an assessment and quality improvement tool designed to provide emergency shelters across NC with resources needed to provide quality child care in their own setting as well as help families with young children access child care and intervention services in their counties of residence.

### **III. SCOPE OF SERVICES**

The successful applicant(s) will implement activities related to technical assistance and training and/or outreach for up to a three-year period to promote an increase in access to child care for families experiencing homelessness. Multiple awards may be granted with the designated funds, and grant funding will be determined pending funding availability. Applicants may apply for the technical assistance and training, and/or outreach activities. If applying for outreach, the applicant may apply for family outreach, community outreach or both.

#### **A. Technical Assistance and Training**      CCDF Requirement      [45 C.F.R. §98.51\(b\)](#)

Describe the proposed plan for technical assistance and training related to increasing access to child care and other supports for families experiencing homelessness in North Carolina. Include in the plan the applicant's capacity, available resources and the target audience for the technical assistance and training.

Minimally required target audiences:

*Early childhood technical assistance professionals*

*Early childhood professionals*

Other potential audiences:

*County Child Care Subsidy staff*

*McKinney Vento Liaisons*

*Homeless service providers*

*Continuum of Care committees, including Balance of State*

Include the content which would be addressed in the technical assistance and training which may include, but is not limited to the following:

- Definitions of homelessness and identify the entities using each definition
- Causes and effects of homelessness
- Rates of homelessness in the state



- Identifying children and families experiencing homelessness
- Understanding of stress, behaviors, and issues of families experiencing homelessness (Eg. transportation)
- **Identifying local resources for children and families experiencing homelessness and how providers can assist families to access them** (Eg. early intervention, shelters, DSS, DCDEE identified county resources)
- Educating families about the services available
- Educating Latino population on available services
- Addressing misconceptions about homeless and early childhood service providers, such as Local Purchasing Agencies are not Immigration and Customs Enforcement or at what point Child Protective Services and laws apply to children in families experiencing homelessness.
- Protective factors for children and families experiencing homelessness
- **Continuum of Care system/how to find local contacts/how to participate/children and youth sub-committees**
- **Coordinated Entry (CE) – How to find their local CE**
- **Child Care Rules and Subsidy Rules which support families experiencing homelessness**
- **Information about eligibility and how to get child care subsidy/application process, including how to access application forms**
- Information about how to find child care programs which participate in the Subsidized Child Care program
- **Information about the services provided by McKinney-Vento Liaisons in public schools/how to find local school district liaison**
- Importance of early care and education for children and families experiencing homelessness
- Practical strategies to connect children experiencing homelessness with early care and education resources
- Identifying signs and symptoms of trauma; strategies to reduce the impact of trauma/adverse childhood experiences
- ACF and Ounce of Prevention, *Early Childhood Self-Assessment Tool for Early Childhood Programs Serving Families Experiencing Homelessness*

Include any existing trainings and tools the applicant may use for the selected audiences and how these trainings would be used in the technical assistance and training.

Describe how evidence-based coaching and mentoring strategies will be used in the applicant's technical assistance and training.

Track data regarding impact of training by asking how information will be used to impact policies and programming as a result of the training.

Applicants should refer to the Early Childhood Education Professional Development: Training and Professional Technical Assistance Glossary found here: [https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/our-work/public-policy-advocacy/glossarytraining\\_ta.pdf](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/our-work/public-policy-advocacy/glossarytraining_ta.pdf).

The applicant must:

- 1) Provide training within the contract period to a minimum of 180 early childhood professionals working in North Carolina regulated child care programs addressing the bolded topics listed above as well as other topics in the applicant's plan.
- 2) Provide technical assistance within the contract period on how to support families in child care programs experiencing homelessness to a minimum of 300 early childhood professionals.

Preference will be given to the applicant which can provide technical assistance and trainings beyond the required number of participants.

**B. Outreach** CCDF Requirement [45 C.F.R. §98.51\(c\)](#)

For activities related to outreach, the applicant must include an outreach plan for families experiencing homelessness and/or for the Continuum of Care.

*1) Family Outreach:*

Collaborate with child care system entities such as Head Start, Smart Start, and County Human Services and homeless service providers to provide child care assistance (Subsidy) and resources information to a minimum of one hundred and fifty (150) parents of children under six through convening three to five (3-5) direct outreach events that may include the following:

- a. Coordination with county Department of Social Services offices to determine child care assistance eligibility for children on site at the events.
- b. Provision of child care consumer education materials for parents.
- c. Provision of age appropriate books, educational items, bus passes, clothing, shoes, and/or other necessities to families experiencing homelessness as incentives for participation.
- d. Administration of surveys to parents to assess the impact of the event.
- e. Provide distribution of the following consumer education materials:
  - Resources for families with young children in North Carolina brochure
  - Child Care in North Carolina Brochure
  - Resources for Families Experiencing Homelessness County page from the DCDEE website

- f. Incorporate the use of translators to support families with limited English proficiency.
- g. Collaborate with local businesses, human service agencies and other community stakeholders to leverage resources that support children and families experiencing homelessness.
- h. Assist families in finding subsidized child care assistance by providing online access to the DCDEE Facility Search page and staff to help parents navigate the search.
- i. Be targeted in counties which have 1) demonstrated support for sustaining outreach by developing children and youth sub-committees for their Continuum of Care/Balance of State committees, 2) been designated by the NC Department of Commerce as a tier 1 or 2 county or 3) an early childhood presence in the community such as a Child Care Resource and Referral or Partnership for Children
- j. Collaborate with applicable Preschool Development Grant project coordinator to participate in the UNC-TV Public Media NC events providing opportunities to build family awareness of community resources related to supports for families experiencing homelessness with child care services.

## *2) Community Outreach*

- a. Assist in establishing the Children and Youth Sub-committee for four (4) Continuums of Care (CoCs)/Balance of State regions focused on addressing barriers to accessing affordable child care, education services, intervention services and housing for children and youth in families experiencing homelessness.
- b. Encourage the Continuum of Care Subcommittee to include as many of the following stakeholder groups as possible:
  - i. Early childhood professionals
  - ii. Public child welfare agencies, including county child care subsidy
  - iii. Youth Action Board members
  - iv. Continuum of Care and Emergency Services Grant program recipients
  - v. Local and State Government (EG. DCDEE Subsidy Services Technical Assistance Consultants)
  - vi. Runaway and Homeless Youth Program Providers
  - vii. Health, mental health and substance abuse agencies
  - viii. Juvenile and adult corrections and probation
  - ix. Local and state law enforcement and judges
  - x. Public housing authorities
  - xi. Affordable housing providers
  - xii. Local and state education agencies/McKinney-Vento Liaison

- xiii. Institutions of higher education
  - xiv. Non-profit Youth Organization
  - xv. Landlords
  - xvi. Privately funded homeless organizations
  - xvii. Local, advocacy, research and philanthropic organizations
  - xviii. Community development corporations
  - xix. Coordinated entry organization
- c. Assist the children and youth sub-committee to develop a plan for activities which will promote outreach and education about the early childhood system, including child care subsidy assistance availability for families experiencing homelessness.
- i. If, for a given reason, the CoC/BoS is not amenable to a sub-committee, recruit an early childhood professional to be included on the Continuum of Care committee.

#### **Additional Requirements**

1. **Reports-** Semi-annual and annual reports outlining progress and applicable data on programmatic outputs and outcomes, including a final report no later than 30 days prior to the end of the fiscal year, is required to be submitted to DCDEE in both hard copy and in an electronic format.
2. **Feedback-** Regular communication to DCDEE throughout the duration of the initiative through calls and or meetings, to discuss self-assessment and continuous quality improvement in selected activities, is required.
3. **Collaboration/Partnerships-** Cross-sector collaboration and partnerships with the following entities are required to support a continuum of care for homeless families: DSS, NC Yay Babies! stakeholder workgroup, NC Homeless Education program within the NC Department of Public Instruction, Child Care Resource and Referral and other entities as identified by DCDEE. Please provide at least three letters of support for the application from the cross-sector partners you plan to participate with in collaborative activities.

#### **IV. APPLICANT QUALIFICATIONS AND CAPACITY**

Applicants must have successfully managed statewide activities or initiatives and have demonstrated substantial expertise in evidence-based practices in providing professional development and technical assistance. Applicants must also exhibit a comprehensive knowledge of the McKinney-Vento Act, child care policies and procedures, effective strategies in identifying and serving young children and families experiencing homelessness, early childhood and

homeless service provider systems, and trauma informed care. Applicants must demonstrate and provide examples of their capacity to provide services statewide, collaborate with vested stakeholders, and work effectively with various state and local agencies.

Preference will be given to applicants with innovative and creative strategies for increasing access to quality services and supports for young children and their families experiencing homelessness in early child care and education settings. Preference will also be given to applicants with statewide presence and local collaborations with homeless service and early childhood providers.

Applicants must demonstrate their capacity to manage funds and programs at a statewide level in collaboration with multiple partners through satisfactory audit reports; education, experience, and expertise of key personnel; and demonstrated support for the proposal from the applicant's organization.

### **LINE ITEM BUDGET & NARRATIVE**

Applicants must submit a budget, which requires a line item budget for one year of funding and a narrative for all expenses. A narrative justification must be included for every expense listed in the budget. Each justification should show how the amount on the line item budget was calculated, and it should be clear how the expense relates to the initiative's activities.

#### **Travel Reimbursement Rates**

Mileage reimbursement rates must be based on rates determined by the North Carolina Office of State Budget and Management (OSBM). Because mileage rates fluctuate with the price of fuel, the OSBM will release the "Change in IRS Mileage Rate" memorandum to be found on OSBM's website when there is a change in this rate. The current state mileage reimbursement rate is \$0.575 cents per mile if travel is within 100 miles. Greater than 100 miles, the rate is \$0.330 rate/mile.

For other travel related expenses, please refer to the current rates for travel and lodging reimbursement, presented in the chart below. However, please be advised that reimbursement rates periodically change. DCDEE will only reimburse for rates authorized in OSBM's North Carolina Budget Manual or adopted by means of an OSBM Budget Memo. These documents are located here: <https://www.osbm.nc.gov/library>

### Current Rates for Travel and Lodging

<b>Meals</b>	<b>In State</b>	<b>Out of State</b>
Breakfast	\$8.60	\$8.60
Lunch	\$11.30	\$11.30
Dinner	\$19.50	\$22.20
<i>Total Meals Per Diem Per Day</i>	\$39.40	\$42.10
<b>Lodging</b> ( <i>Maximum rate per person, excludes taxes and fees</i> )	\$75.10	\$88.70
<b>Total Travel Allowance Per Day</b>	<b>\$ 114.5</b>	<b>\$130.80</b>
Mileage <100 miles	\$0.575 cents per mile	

#### **V. APPLICATION CONTENT & FORMAT**

The application must be typed, single-side on 8.5 x 11-inch paper with margins of 1 inch. Line spacing should be single-spaced. Applicants must use Calibri or Times New Roman font **only**, no smaller than an 11-point font. All proposals must include the following (***\*form attached***).

- 1) **Application Checklist\***
- 2) **Application Face Sheet\***- Requires original signature of authorized authority.
- 3) **Proposal Summary:** Provide a brief (3-5 paragraphs) description of the activities the applicant proposes to implement.
- 4) **Introduction to the Applicant Organization/Applicant Qualifications:** Provide a 1-3-page introduction to the applicant's organization, including the organization's mission, history, and goals; an organization chart; experience with and capacity to provide high quality professional development and technical assistance for the early child care and education workforce, if training and technical assistance is the proposed activity; and strategize effective outreach to families experiencing homelessness, if outreach is the proposed activity. Include qualifications, experience, and expertise of key personnel to be assigned to this initiative.
- 5) **Initiative Design, Time Line & Strategies:** Provide a 5-7-page narrative describing the proposed initiative design, the rationale for the design, and the activities/tasks that will be accomplished with the available resources. Include as part of scope of services major tasks, deliverables, and anticipated dates of completion, including strategies to plan for sustainability. Identify the key personnel responsible for each task, by position.
- 6) **Collaborative Partners or Subcontractors:** Identify any collaborative partners or subcontractors you plan to work with to implement the initiative. Include partner or subcontractor name, address, and nonprofit or for-profit status. Explain the contributions each partner or subcontractor will make toward the initiative, including resources. Attach

copies of support letters for the application and their potential role from collaborative partners or subcontractors, if applicable.

- 7) **Evaluation Plan:** Include a 2-4-page description of how activities will be evaluated for interim and final effectiveness through the initiative to ensure desired outcomes. Elaborate on specific assessment strategies used to determine the initiative's effectiveness, and/or describe how such assessments will be developed. The evaluation plan must include plans for regular meetings with DCDEE, and mid- and year-end reports. In addition, applicants should describe how any necessary adjustments will be made to accommodate challenges throughout the evaluation.
- 8) **Line Item Budget\*, Detailed Budget Narrative, and FTE Sheet\*:** Complete and submit a proposed line item budget according to the format provided with this RFA, within the total budget allotted. Also, complete a proposed budget narrative that explains in detail all line items in the budget worksheet in accordance with the "DCDEE Line Item Budget & Narrative Instructions." The FTE worksheet is required as part of this RFA. Budgets, budget narratives and FTE sheets must be submitted for state fiscal year 2020-2021.

## **VI. SELECTION PROCESS**

The following is a general description of the process that will be used for selecting applications for funding for this initiative.

A selection committee chosen by DCDEE will review each application submitted. Upon review of each application the selection committee will assign a numerical rating based on the following:

- 1) **Proposal Summary** (Maximum of **10** points):  
Response must reflect the applicants' understanding of and responsiveness to the Scope of Services described in Section III.
- 2) **Leadership Capacity** (Maximum of **20** points):  
Response must reflect the applicant has the leadership capacity to effectively manage the training, technical assistance and/or outreach activities the applicant proposes. If proposing training or technical assistance, the applicant must demonstrate capacity to provide professional development to the early care and education workforce regarding identification and education of families experiencing homelessness. If the applicant proposes to provide outreach directly to families through community events, they must demonstrate the capacity to collaborate with community partners to provide the events. If the applicant proposes to provide outreach through the Continuum of Care committees or other systemic means, the applicant must describe its leadership involvement with the proposed system, and how the system would provide outreach. Qualifications of key personnel must meet the applicant qualifications and capacity described in Section IV. Application includes a description of the key persons who will lead the initiative, including names, agency titles and the activities for which each person will be responsible. Application included three letters of support for the

application from the cross sector partners the applicant plans to participate with in collaborative activities.

Collaborative partners or subcontractors, if used, should be qualified and have the capacity to provide the services specified. The narrative must include the name of any proposed sub-contractors, the organization affiliation, any links to sites which might verify the sub-contractor's expertise or capacity to provide the selected services and the activities for which the sub-contractor will be responsible.

3) **Initiative Design, Time Line & Strategies** (Maximum of **35** points):

Response must reflect an innovative design and methodology that will result in increased identification and access to high quality early care and education program and services for young children and families experiencing homelessness as described in Section III. Timeline should be complete, logical, and realistic for the tasks proposed. A one, two or three year plan will be acceptable.

4) **Evaluation Plan:** (Maximum of **20** points):

Plan must reflect appropriate strategies for regularly assessing the achievement of interim and final outputs and outcomes for the project. Applicant must also show evidence of the ability to anticipate and adjust for challenges that may arise throughout the evaluation process.

5) **Line Item Budget\*, Detailed Budget Narrative and FTE Sheet\*:** (Maximum of **15** points):

Budget must reflect efficient and effective use of financial resources. The proposal must not exceed the \$350,000 total budget allotted, and must follow all stipulations included in the budget worksheet and narrative instructions. The plan must provide a clear and reasonable justification for all proposed expenditures. If funding will be used for conference presentations, include the proposed conferences and the amount of funding which will be needed for those conferences. Preference will be given to funding used for trainings and technical assistance provided to Technical Assistance staff and direct trainings to child care providers.

Points can be added or reduced in any section for overall proper grammar usage and organization of the proposal.

**Maximum Points: 100**

Any attachments must further demonstrate the applicant's capacity to fulfill the requirements of this initiative as described. The selection committee will submit recommendations to the Division of Child Development and Early Education based on the selection process described. The Division will make a final selection and notify all applicants of that selection in writing **no later than 5:00pm on Wednesday, April 15, 2020.**



## **VIII. APPLICATION PROCUREMENT PROCESS**

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted to DCDEE's website (<http://ncchildcare.nc.gov/>) by Friday, February 28, 2020.
2. An emailed application must be received from each applicant. If awarded the funding, the original applications must be signed and dated by an official authorized to bind the agency or organization in a legal contract.
3. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Electronic applications will be accepted.
4. Upon receipt, the date and time of delivery for application packets from each responding agency and organization will be documented. Budgets and budget narratives are to be included as part of the application.
5. At their option, the RFA evaluation team may request additional information from any or all applicants for the purpose of clarification or to extend the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluation team is not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, and applicant's documented experience with similar projects, apparent ability of the agencies or organization's staff and cost. The award of a grant to one agency and organization does not mean that the other applications lacked merit but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
8. **Application Process Summary Dates**
  - Friday, February 7, 2020: Request for Applications released to eligible applicants.
  - Friday, February 28, 2020:
    - a. Notice of Intent due using Qualtric Survey link in this application by 5pm.
    - b. Questions due in writing to Candice Bailey,  
[DCDEE.Contracts.Unit.RFA@dhhs.nc.gov](mailto:DCDEE.Contracts.Unit.RFA@dhhs.nc.gov) by 5pm.
  - Friday, March 6, 2020: Responses to questions released to all applicants by 5pm.
  - Friday, March 13, 2020: Applications due by 5pm.
  - Wednesday, April 15, 2020: Successful applicants will be notified.
  - Wednesday, July 1, 2020: Contract begins.

## **IX. General Information on Submitting Applications**

### **1. Award or Rejection**

All qualified applications will be evaluated, and an award or awards made to that agency or those agencies' whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. The successful applicant(s) will be notified by **Wednesday, April 15, 2020**.

### **2. Cost of Application Preparation**

Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

### **3. Elaborate Applications**

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired and will not be considered.

### **4. Oral Explanations**

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

### **5. Reference to Other Data**

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

### **6. Titles**

Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.

### **7. Form of Application**

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).

### **8. Exceptions**

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application.

### **9. Advertising**

In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

10. **Right to Submitted Material**

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

11. **Competitive Offer**

Pursuant to the provision of N.C.G.S. § 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

12. **Agency and Organization's Representative**

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

13. **Subcontracting**

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. Submit with the application any legal agreements which will be required of subcontractors. Potential subcontractors may be proposed in more than one application and the potential subcontractor may submit an application for the RFA.

14. **Proprietary Information**

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

15. **Participation Encouraged**

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

16. **Gifts Ban**

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to or acceptance by any State employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response to this request,

agencies and organizations attest, for the entire organization and its employees or agents, that no such gift has been offered, accepted, or promised by any employees of the organization.

17. **Contract/Funds Disbursement**

DCDEE will issue a contract to the recipient(s) of the grant that will include their application. Expenditures may begin upon receipt of a fully executed contract and not before that point. To receive compensation, following contract submission and agreement, the selected applicant must submit a monthly reimbursement request to the Division for all expenses incurred.

18. **Audit**

Please be advised that successful applicants may be required to have an audit in accordance with N.C. G.S. § 143C-6-22 and N.C.G.S. §143C-6-23 as applicable to the agency's status.

There are 3 reporting levels which are determined by the total direct grant receipts from all State agencies in the entity's fiscal year:

Level 1: Less than \$25,000

Level 2: At least \$25,000 but less than \$500,000

Level 3: \$500,000 or more Level 3 grantees are required to submit a "Yellow Book" audit done by a CPA.

Only Level 3 grantees may include audit expenses in the budget. Audit expenses should be prorated based on the ratio of the grant to the total pass-through funds received by the entity

19. **Additional Documentation to Include with Application**

All applicants are required to include documentation of their tax identification number. Those applicants which are private nonprofit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c)(3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that documentation requirement.)

20. **Federal Certifications**

Agencies or organizations receiving Federal funds would be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. A copy of the Federal Certifications is included in this RFA for your reference (see Appendix A). Federal Certifications should NOT be signed or returned with application.

21. **System for Award Management Database (SAM)**

All grantees receiving federal funds must be actively registered in the federal government's System for Award Management (SAM) database, or be willing to

complete the registration process in conjunction with the award (see [www.sam.gov](http://www.sam.gov)). To maintain an active SAM record, the record must be updated no less than annually.

**22. Additional Documentation Prior to Contract Execution**

Contracts require more documentation prior to contract execution. After the award announcement, agencies will be contacted about providing the following documentation:

- a. A completed and signed letter from the agency's Board President/Chairperson identifying individuals as authorized to sign contracts.
- b. A completed and signed letter from the agency's Board President/Chairperson identifying individuals as authorized to sign expenditure reports and individuals authorized to negotiate the terms of the contract.
- c. Documentation of the agency's DUNS number. Documentation consists of a copy of communication (such as a letter or email correspondence) from Dun & Bradstreet (D&B) which indicates the agency or organization's legal name, address, and DUNS number. In lieu of a document from D&B, a copy of the agency or organization's SAM record is acceptable.
- d. If your agency does not have a DUNS number, please use the D&B online registration (<http://fedgov.dnb.com/webform>) to receive one free of charge. (DUNS is the acronym for the Data Universal Numbering System developed and regulated by D&B.)
- e. Contracts with private nonprofit agencies require additional documentation prior to contract execution. After the award announcement, private nonprofit agencies will be contacted about providing the following documentation:
- f. A completed, signed, and notarized statement which includes the agency's Conflict of Interest Policy.
- g. A completed, signed, and notarized page certifying that the agency has no overdue tax debts.
- h. All grantees receiving funds through the State of North Carolina are required to execute Contractor Certifications Required by North Carolina Law. Contractor Certifications should NOT be signed or returned with application.

**Note:** At the start of each calendar year, all agencies with current DCDEE contracts are required to update their contract documentation. These agencies will be contacted a few weeks prior to the due date and will be provided the necessary forms and instructions.

**23. Registration with Secretary of State**

Private nonprofit applicants must also be registered with the North Carolina Secretary of State to do business in North Carolina, or be willing to complete the registration process

in conjunction with the execution of the contract documents. (See [www.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/corporations).)

24. **Federal Funding Accountability and Transparency Act (FFATA) Reporting Requirement**

The Contractor shall complete and submit to the DCDEE, the Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form within 10 State Business Days upon request by the Division when awarded \$25,000 or more in federal funds.

**X. APPLICATION CHECKLIST**

The following items must be included in the application. Please assemble the application in the following order in the format identified in Section VI on page 10:

- ☐ Application Checklist – Item 1
- ☐ Application Face Sheet - Item 2
- ☐ Proposal Summary/Design/Evaluation Plan – Item 3
- ☐ List of Subcontractors – Item 4
- ☐ Line Item Budget & FTE Worksheet – Item 5
- ☐ Indirect Cost Rate Approval Letter (if applicable)
- ☐ Letters of Commitment or Statements of Support – Item 6
- ☐ IRS Tax Status Documentation – Item 7
  - a. IRS letter documenting your organization’s tax identification number.  
Or
  - b. IRS determination letter regarding your organization’s 501(c)(3) tax exempt status for private nonprofits.